



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: FACILITY ENVIRONMENTAL AUDIT TECHNICIAN

SALARY RANGE(S):	\$2,554 - \$3,201 per month* <small>*The Starting Salary applies to those first entering State Service. The Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE:	Permanent/Full-Time
PROGRAM/DEPARTMENT:	General Services Department
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

The Sonoma Developmental Center, Department of Developmental Services, has an immediate opening for a Permanent, Full-Time, Facility Environmental Audit Technician. The Facility Environmental Audit Technician (FEAT) is responsible for the administration of the daily routines of the department's janitorial contract. The incumbent makes visual inspections of contractual areas assigned to housekeeping and laundry services provided by a contract; provides ongoing status reports to management; organizes, initiates, and implements all daily assignments; reviews and analyzes data; prepares qualitative reports and records between the contractor, the Environmental Quality Control Team, and administrative management; assures that all work elements for housekeeping services are within specifications and requirements of all licensing environmental health and accreditation standards as set forth in the janitorial services contract; serves as quality control inspector for laundry services provided by a contract; may perform other duties as outlined in the employee's duty statement.

WHO IS ELIGIBLE TO APPLY:

Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of one of the following: Being a current or former California State Civil Service employee (lateral transfer or reinstatement) obtaining list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per SPB Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification and other related information may be found on the website at www.calhr.ca.gov. Applicants are asked to specify the type of eligibility they possess when applying. Applications may be obtained from the Human Resources Personnel Office at the Sonoma Developmental Center or may be downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

Sonoma Developmental Center
Human Resources Personnel Examination Unit – Room #124
P O Box 1493
Eldridge, CA 95431

(707) 938-6650 Contact Karrie Hubbenette for questions specific to duties of the position only. Civil Service Eligibility will be determined by the selection analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.